

NATIONAL TAIWAN UNIVERSITY
Notice for the Management of Interior Compartment
Renovation for NTU Buildings

September 14, 2010 Passed by the 2,637th Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Notice for the Management of Interior Compartment Renovation for NTU Buildings* (“the Notice”) is formulated to ensure the legal use and interior decoration of buildings on campus, with the ultimate goal of safeguarding faculty members and students engaged in teaching and research at the University.
- Article 2 The provisions herein shall apply to all buildings belonging to NTU. The use of each building shall be consistent with that indicated on its use permit. Illegal or unauthorized changes of use, violations of NTU regulations or the *Regulations on the Interior Decoration of Buildings*, and unauthorized interior decoration and renovations are strictly prohibited.
- Article 3 Each final and preliminary processing unit of the University shall appoint a person to be in charge of managing the structural and fire safety of its buildings. The person appointed by the preliminary processing unit shall be the lower-level manager in charge of the structural safety of renovation of interiors used by the unit. The person appointed by the final processing unit shall be the supervisor in charge of overseeing the use and management of all buildings that belong to its subordinate academic programs. The Office of General Affairs shall be the supervisory managing unit responsible for overseeing the use and management of buildings across all units of the University and for conducting and reporting the results of public safety inspections for each building.
- Article 4 Each unit of the University shall strictly comply with the Notice. Units that violate the provisions herein by conducting unauthorized renovations or repairs or modifying a building’s use beyond the permissible scope of purposes indicated on the building usage license shall be held liable for any and all legal consequences.
- To ensure campus safety, the University may require units that fail public safety and fire safety inspections to make the necessary improvements by a given deadline. For serious violations, the Office of General Affairs may step in to make such improvements directly, the costs of which shall be borne by the violating unit(s).
- Article 5 The term “renovation of interior compartments” herein shall have the same definition as defined in the Ministry of the Interior’s *Regulations on the Interior Decoration of Buildings* and shall include the modification of dividing walls as well as the construction of the following structures that are affixed to a building: ceilings, interior walls, screens or dividers over 1.2 m in height that are fixed to the floor, and screens or dividers that also function as a closet or cabinet. The term shall exclude the affixation or installation of wallpaper, wall coverings, curtains, furniture, movable screens or dividers, and floor mats.

Article 6 To ensure public safety, in order to modify the use, spatial layout, or compartmentalization of a building for teaching or research purposes, the applying unit shall submit a Building Usage Modification Application detailing the intended usage, purposes, project time line, and cost of interior renovation and usage permit modification to the Construction and Maintenance Division, Office of General Affairs, who shall then apply to the competent authority to process the intended renovation and permit modification.

If the building in question is used by two or more managing units, the applying unit shall notify all other managing units (or their superordinate units) at time of application.

Article 7 If applying for renovating a special-use laboratory, the managing unit shall obtain the relevant approval documents for the establishment or renovation of the laboratory from the Environmental Protection and Occupational Safety & Health Center, which shall be submitted together with the approval and signing documents to the Office of General Affairs.

Article 8 To maintain the safety of all buildings on campus, units shall ensure the renovated space complies with the applicable regulations and shall choose building materials and equipment that are fire retardant and non-flammable when performing interior renovations. Please refer to Chapter III: “Building Fire Safety” in the *Building Technical Regulations—Building Design and Construction* (see Table 1 for an excerpt) promulgated by the Ministry of the Interior.

Article 9 Units in violation of the provisions herein shall propose the appropriate improvement measures in accordance with NTU policy as soon as possible, especially for public spaces accessible to all faculty members and students that require a regulatory compliance review and immediate improvements, such as libraries, classroom buildings, activity centers, restaurants, dormitories, classrooms, conference rooms, laboratories, etc.

Managing units in violation shall take photos of the deficiencies and complete the reporting and registration process with the Office of General Affairs within one year of the Notice’s implementation. Violations that are not reported by the stipulated deadline shall be treated as new violations and subject to Article 4 herein.

Article 10 Penalties:

1. Each unit shall be held liable for any legal consequences for endangering the public due to failure to exercise due care in the management of its buildings, unauthorized renovations, or violations of the provisions herein, and the University may require the unit to make the necessary improvements by a given deadline. For serious violations, the Office of General Affairs may step in and make said improvements directly, the costs of which shall be borne by the violating unit(s). If a penalty is issued by the competent authority, the violating unit(s) shall be responsible for paying all fines and liable for any legal consequences.
2. The University and each final processing unit shall take a more stringent stance when considering budget supplements to units that violate the provisions herein or fail to make the necessary improvements as

stipulated. For serious violations, the University may limit a unit's right to use the building(s) in question.

Article 11 Matters not addressed herein shall be subject to the applicable laws and regulations of NTU and the competent authority.

Article 12 The Notice shall be passed by the Administrative Meeting and then implemented on the date of promulgation.